

Applicant guide to
MASTER PLAN DEVELOPMENT APPLICATIONS

WHAT IS A SPECIAL USE PERMIT?

The purpose of the Master Plan is to identify a means of planning development for an entire property as a prerequisite for development on any portion of the property. Master planning is required for all development in Tourist Service Areas and for Rural Area Industrial Development. The review process includes a public hearing before the Hearing Examiner. Master Plan Developments also require review under the State Environmental Policy Act (SEPA).

HOW CAN I FIND OUT MORE BEFORE SUBMITTING AN APPLICATION?

You must request a pre-application conference with the Lewis County Community Development Department. At this meeting, county staff will go over the development standards that apply to your proposal, provide preliminary comments and answer your questions. There is no cost for a pre-application meeting. To schedule a meeting, please come to the Permit Center, 2025 NE Kresky in Chehalis or call (360)740-1146.

HOW DO I APPLY?

Submit a completed permit application form, attach the supplemental information listed at the end of the application, and pay the required fee. Applications are accepted at the Permit Center (address is listed above). Please refer to the Community Development Fee Schedule for application fee information.

HOW IS THE APPLICATION PROCESSED?

After submission, the application is reviewed for completeness. Within 28 days of submitting the application, you will be notified that the application is complete, or if incomplete, the specific documents that are needed to complete the application. Once the application is deemed complete, a 120 day review clock begins.

County staff will visit the project site and conduct a technical review of the application. Additional information may be requested to complete this review, depending on the particular aspects of the project or conditions at the site. One aspect of the technical review is the preparation of a SEPA determination based upon the information in the Environmental Checklist. The determination indicates whether or not there are significant adverse environmental impacts expected to result from the proposal. SEPA determinations are mailed to the applicant and surrounding property owners with a 15 day comment period. SEPA review often runs concurrently with the comment period described below. If there are impacts that cannot be mitigated, the applicant must prepare an Environmental Impact Statement (EIS). The 120 day review clock is stopped until the EIS is submitted.

The County will send notice of application to surrounding property owners, describing your proposal and asking for comment. The notice of application has a 20 day public comment period. At this time, the applicant must also post the site with wooden sign prepared to the specifications of LCC 17.05.100 (2b) (see attached sheet) and return an affidavit of posting to the Community Development Department. This sign must be posted at least 30 days before the scheduled public hearing. All comments received in response to the notice of application will be forwarded to you and used by the staff in review of your application.

Once the site has been posted and the SEPA determination is finalized, a public hearing will be scheduled before the Hearings Examiner. Adjacent property owners will also receive a notice of public hearing. At the hearing, county staff will summarize the proposal and present the staff recommendations. The Hearings Examiner will then ask for comments from the applicant or representative. Testimony will also be accepted from other citizens who wish to speak.

Within 14 days of the end of the hearing, the Hearings examiner will render a decision. The Hearings Examiner will review the application based upon the following criteria:

- a. The plan is consistent with the Comprehensive Plan and the Lewis County Code
- b. Adequate provision is made for public services and facilities concurrency.
- c. There is adequate protection for adjacent properties from adverse impacts.
- d. The project complies with state standards and regulations.
- e. There is adequate protection for critical areas, including surface and ground water.

The Hearings Examiner has the authority to approve, disapprove or condition all special use permit applications. The decision will be mailed to all parties of record: the applicant, property owner and anyone who submitted written comments or testified at the public hearing.

WHAT IF I DISAGREE WITH THE DECISION?

Any party of record may appeal the decision. Applications for an appeal of a master plan development permit shall be submitted on an approved county form with the required fee, within 14 days of the date of the decision. The Board of County Commissioners will hear and decide all master plan development permit appeals. The decision of the Board is final.

MORE QUESTIONS?

Please consult the Lewis County Code chapter 17.120, or call the Planning Division at (360) 740-1146.

REQUIREMENTS FOR POSTING NOTICE FOR MASTER PLAN DEVELOPMENTS

As specified by Lewis County Code section 17.05.100, in addition to the requirements for notice and publication which are required by law or by other sections of the Lewis County Code, all master plan developments must also post signs on the subject properties at least 30 days prior to the public hearing.

Location:

The signs must be located within 10 feet of each County right-of-way abutting the subject property and within 10 feet of any open public road which serves as access to the site where the road does not abut the site.

Sign Specifications:

The sign must be a 4' x 8' wooden sign mounted with 4" x 4" or better posts, painted white with 4 inch red lettering. It shall read:

Notice of Land Use Action
Master plan proceedings
for a
(Name of facility)
For information on the project and hearing dates
Contact
Lewis County Department of Community Development
(Address and Phone)
(Owner/developers name and contact)

LEWIS COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

2025 NE Kresky Avenue
Chehalis, WA 98532-2626

(360) 740-1146
FAX: (360) 740-1245

MASTER PLAN DEVELOPMENT APPLICATION

Application fee: **\$3450** up to 3 hours and over 3 hours at \$100 per hour, **\$90** planning review fee, **\$1,105** SEPA fee/w legal publication(extensive)- up to 3 hours and over 3 hours at \$100 per hour, **\$415 or \$13,785** Hearing Examiner fee (depending on permit type), **\$390** Environmental Health review fees & **\$200** Public Works review fees. A development contract may be required to pay for additional actual cost for environmental and development review in conjunction with the application and permit. Additional fees may include but are not limited to permits for Environmental Health for septic and/or water and Public Works for stormwater and/or roads. **Alteration, amendments or vacation: \$355**, additional fees and /or permits may be required.

FOR OFFICE USE ONLY:

Application Date:_____ Permit Technician _____ Date Distributed:_____

1. **PROJECT NAME:**_____

2. **APPLICANT/ CONTACT:**

Name _____

Address _____

Telephone/E-Mail: Home (____)_____ Work (____)_____ E Mail:_____

3. **SURVEYOR OR ENGINEER:**

Name _____

Address _____

Telephone/E-Mail: Home (____)_____ Work (____)_____ E Mail:_____

4. **PROPERTY OWNERS:**

This application should list all owners of the property to be planned, which shall be the entire parcel designated in the Comprehensive Plan. Attach a separate sheet if necessary.

Name _____

Address _____

Telephone/E-Mail: Home (____)_____ Work (____)_____ E Mail:_____

Name _____

Address _____

Telephone/E-Mail: Home (____)_____ Work (____)_____ E Mail:_____

Name _____

Address _____

Telephone/E-Mail: Home (____)_____ Work (____)_____ E Mail:_____

Name _____
Address _____

Telephone/E-Mail: Home (_____) _____ Work (_____) _____ E Mail: _____

5. **PROPERTY LOCATION:**

_____ 1/4 _____ 1/4, Section _____, Township _____ North, Range _____, WM
TAX PARCEL NUMBER(S): _____

SITE ADDRESS: _____

6. **BRIEF DESCRIPTION OF THE PROPOSAL:** _____

Total number of Employees: _____ Number of employees who live on site: _____
Days and Hours of Operation: _____

7. **WATER SUPPLY:**

Existing Source: _____
Proposed Source: _____

8. **SEWAGE DISPOSAL:**

Existing Method: _____
Proposed Method: _____

9. **ACCESS:**

Existing Access: _____
Proposed Access: _____

10. **SITE CHARACTERISTICS:**

Total Size of Development Site: _____

Please list all existing (non-residential) buildings and the square footage of each:

Please list all proposed (non-residential) buildings and the square footage of each:

Total square footage of impervious surface (paved, covered, built on, gravel, etc.):

Existing: _____ Proposed: _____

Proposed number of dwelling units:_____

11. **VEHICLES AND TRAFFIC:**

How many vehicle trips will be generated daily to and from the site by the proposed use? Please include trips by employees, customers, delivery trucks, etc.

How will these trips be distributed by mode and time of day?_____

How many parking spaces will be provided?_____

12. **ADJACENT PROPERTIES:**

What provisions have been made to make the development compatible with the appearance and character of the surrounding area?

What provisions have been made to safeguard the adjoining properties against any detrimental effects caused by the development?

13. **SUPPLEMENTAL INFORMATION:**

Please attach the following information to your application for submittal:

1. Detailed summary of the project including proposal for phasing and an explanation of how the development of the site will be coordinated for integration into the surrounding community.
2. Legal descriptions of all the property involved in the proposal.
3. A list of all property owners within 500 feet of the development site, and two sets of addressed, stamped envelope for each.
4. A map or series of maps drawn at a scale of 1"=500'. The map(s) must show:
 - a. Boundaries of the designated area.
 - b. Boundaries of individual ownerships.
 - c. Dedicated rights of way or easements over, across, or under the property to be reviewed for approval.
 - d. Existing roads, highways, and driveways abutting the site and within one half mile of the site, and the principle access from the site to the nearest arterial or state highway.
 - e. Property ownership within one half mile of the site.
 - f. Wells within the development area or within 1,000 feet of the boundary of the site which are used for domestic use or identified through well log or water rights records.
 - g. A general identification and location of all critical areas on the site or within 1,000 feet of the site and the specific identification of all Type 1, 2 and 3 streams under WDF&W criteria, and any streams or water bodies subject to jurisdiction under Chapter 90.58 RCW, the State Shoreline Management Act.
 - h. A land use plan map showing planned land use categories and areas, circulation, critical area buffers, and open space.

- i. A phasing plan which shows the proposed phases for development, to accompany the information in number one (1) above.
- 5. A State Environmental Policy Act (SEPA) Environmental Checklist.
- 6. Soils report, as required by the Lewis County Sanitary Code, LCC 8.40 and 8.41, if new or altered on-site sewage systems are proposed.
- 7. Letters of service indicating that the proposal will be served by: police, fire district, and refuse disposal. If connection to a municipal or rural water and/or sewer system is proposed a letter of service is required from those providers. If dwelling units are proposed a letter of service is also required from the local school district.
- 8. Additional materials may be required, pursuant to the Lewis County Code

14. SIGNATURES

At least 50% of the property owners subject to the plan must sign the application. Attach additional, notarized, sheets as necessary.

I/We certify that all of the information contained in, and attached to, this application is true to the best of my/our knowledge. Additionally, I/We certify that I/We have read and understand the limitations and conditions of Lewis County Code, especially Chapter 17.120 (Master Plans-Rural Area Uses), and agree to comply with all conditions of approval.

Application for _____
Name of Project

Tax Parcel(s) _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____.

Notary Public in and for the State of

My office expires: _____